



PROMULGATION STATEMENT by PRESIDENT

The University of Pittsburgh at Titusville has identified that a critical element in our overall mission is proactive planning and preparedness for dealing with emergency situations. To meet this need, the University has developed this ***Emergency Operations Plan*** to provide a basic procedural outline for emergency response at the University of Pittsburgh at Titusville. This ***Plan*** will establish the definition of an emergency, the overall chain of command, and the roles and responsibilities of University departments and individuals serving within those departments. This ***Plan*** will also outline how the University will coordinate with civil emergency response teams.

The primary goal of the ***Emergency Operations Plan*** is to show to the University community and the surrounding community that our abilities to provide for sound educational, research, and stewardship will continue, regardless of any adverse circumstances. To achieve this goal, the plans and procedures in this document have been developed for the identification, assessment, initial response, and mitigation of emergencies at the University of Pittsburgh at Titusville. Our first priority in any emergency situation is the prevention of injury and attention to the personal needs of our faculty, staff, and students. To the greatest extent possible, damage to University property and the environment must be limited and a plan for prompt recovery implemented. Regardless of the nature of the emergency, it is imperative that University resources are directed as quickly and effectively as possible.

The Executive Director of Student Affairs will be responsible for leading and coordinating this response effort as “Emergency Executive.” Each University Division or Department identified in this ***Plan*** is required to maintain response preparedness for areas within their designated responsibility. This preparedness includes the development and implementation of specialty emergency response plans or initiatives, as needed. Some key “Department Emergency Response Plans” are provided as appendices to this document. In addition, response and preparedness exercises may also be conducted to improve these ***Plans*** and better define individual roles.

Please review and understand this document; the support of each of you is important to the success of this ***Plan***. Your suggestions for future revisions, as well as any concerns that you may have about emergency preparedness and response practices at the University, may be directed to the Executive Director of Student Affairs.

William A. Shields, President
University of Pittsburgh at Titusville

INTRODUCTION

Purpose

This document describes the incident preparedness and emergency response programs for the University of Pittsburgh at Titusville. The purpose of this **Emergency Operations Plan** is to provide clear and effective channels of communication and coordination for the efforts of various University departments that have responsibility for responding to emergencies that may occur at the University of Pittsburgh at Titusville.

Scope

The scope of this **Emergency Operations Plan** primarily encompasses the Titusville Campus. It is the responsibility of all University administrators and department heads to ensure that personnel are familiar with this Plan.

Relationship to other emergency response plans

University departments that may be required to respond to an emergency should establish response plans that are in accordance with this Emergency Operations Plan and provide orderly delegation of authority, responsibility and communication within their departments. These “Department Emergency Response Plans” should outline each area’s specific emergency response actions and available resources. Several key plans are provided in the Appendices of this document.

Copies of this plan

Copies of both Emergency Operation Procedures and Standard Operation Procedures will be maintained by department heads. All community members may access the plan via a link on the Campus Police website.

DEFINITION OF TERMS

For the purposes of this Plan, the following terms apply:

Crisis: any situation which overtaxes internal resources. Major events that lead to potential of or loss of life and/or major damage to property may be defined as a crisis. A crisis may include, but is not limited to disasters occurring in or adjacent to University facilities.

Emergency: is defined as any unexpected situation that affects the safety of persons or property in the buildings or on the grounds of the University of Pittsburgh at Titusville, whether owned or operated. Examples include, but are not limited to, fires or explosions, disasters occurring in or adjacent to University facilities, power outages, disruption of telephone service, chemical spills, hazardous waste problems, criminal endangering of lives, an unscheduled or unplanned shut-down of campus facilities, accidents where serious personal injury or property damage occurs on the campus, natural disasters, civil disturbances, or unauthorized occupancy of campus areas.

Emergency Executive: The Emergency Executive has the ultimate responsibility for overseeing the overall implementation of the University **Emergency Operations Plan**, to monitor activities, and to offer advice and guidance to other individuals in order that they may comply with their respective implementation responsibilities. The Executive Director of Student Affairs is designated as the Emergency Executive responsible for decision to implement this Plan. The Emergency Executive is also responsible for establishing a chain of authority to serve as Emergency Executive during his absence or incapacitation.

Emergency Command Center: An Emergency Command Center will be established upon determination of an emergency that affects the safety of persons on the buildings and grounds of the University of Pittsburgh at Titusville. This Emergency Command Center shall be situated at a location close to the Campus Police Communications area, but shall, if necessary, be located nearer to the site of the emergency.

Campus Police Officer(s): University employee(s) designated to handle all initial emergency communication on behalf of a University organization. Duty Officers must

be available 24hrs per day, 7 days per week, or make reasonable accommodation to provide for such availability.

Campus Disruptions or Protests – University Community: Student or employee activities that reach levels of disruption or create potential hazards to the safety of individuals or University property.

Public Information Center: In order to respond effectively to media requests, a **Public Information Center** may be established in the Office of Public Relations or at a site designated by Public Relations. At the Public Information Center, Public Relations will release information to representatives of the news media and conduct news briefings during emergencies.

Inquiry-Answering Center: To respond to telephone inquiries from parents, guardians, spouses, or family of members of students, faculty, or staff during an emergency, the Emergency Executive may establish a central Inquiry-Answering Center. **The Front Desk phone in the J. Curtis McKinney Student Union** will serve as the location for an Inquiry-Answering Center during an emergency, dependent on the nature and size of the emergency. The Emergency Executive shall assign departments to staff the center, to respond to inquiries, and to supervise the activities and the personnel answering telephones.

CONCEPT OF OPERATIONS

(How and When to invoke this Plan)

This Emergency Operations plan will be in effect when activated by the Emergency Executive or his/her designee.

CHAIN OF COMMAND AND RESPONSIBILITIES

Chain of Command

The Chain of command for this University-wide Emergency Operations Plan is as follows:

- 1.) President
- 2.) Emergency Executive
- 3.) Asst. Dir. Campus Police

Responsibilities

President – The President of the University is ultimately responsible for making critical decisions during emergency situations. The President delegates the implementation of these plans to the Emergency Executive. The President is in close communication with the Emergency Executive during all phases of the emergency.

Emergency Executive – The Emergency Executive has the ultimate responsibility for overseeing implementation of this University Emergency Operations Plan, to monitor activities, and to offer advice and guidance to other individuals in order that they may comply with their respective implementation responsibilities.

The Emergency Executive, or his designee, will assume responsibility and coordinate all instructions through the senior Police Department officer on duty for emergencies at the University of Pittsburgh at Titusville. The Emergency Executive who has been contacted by the Campus Police Department will ensure that the President has been informed of the emergency situation.

The Emergency Executive is responsible for making the following determinations:

- Full or partial activation or implementation of this Emergency Operations Plan;
- Activation of an Emergency Command Center;
- Recall of specific University officials or their alternates to the campus during non-business hours;
- Establishment of any alternative Chain of Command for emergency activities in the absence of key participants.

The Emergency Executive is also responsible for the following response activities:

- **Assess Hazard:** Identify and assess the emergency. Usually, the other University Emergency Executive will assess the hazard personally or through communications with responders. Elements to be considered in this assessment should include:
 - Identification of the character, exact source, and extent of emergency;
 - Assessment of the potential direct and indirect hazards to human health or the environment that may result from the emergency;
 - Determination if evacuation of local areas is required; and
 - Assessment of the need for and request for assistance from resources such as University departments, Emergency Response contractors, and/or Local Emergency Response agencies. If there is an immediate emergency, University Police will first contact the Local Emergency Response agencies, then notify all emergency coordinators as to action taken prior to their arrival on-site.
 - If necessary, notification of additional personnel should also take place.
- **Stabilize Situation:** The Emergency Executive should take all reasonable measures to affect the arrest or stabilization of the situation and to assure that the emergency conditions do not spread to other areas of the University or outside of University boundaries.
- **Internal Notifications:** The Emergency Executive will make or effect all necessary internal notifications to stabilize the emergency. The Emergency Executive is also responsible for notifying the President of the status of the emergency.

University Police – The Campus Police Law Enforcement Plan and the Campus Police Emergency Communications Plan are provided in the Appendix. A summary of key University Police participants in this Emergency Operations Plan is provided below:

- **Asst. Director of University Police:** Is responsible for coordinating all response activities of the University Police Department.
- **University Police Shift Officer:** Is responsible for:

- Providing the initial determination of an emergency and notifying the Emergency Executive of an emergency (Full responsibility and leadership for directing University response efforts rest with the Emergency Executive or his designee);
- Directing the initial response of personnel to the emergency;
- Consulting with the appropriate University departments and officers for the initial response. (See support departments below.)

Recall of Campus Police- Dependent upon size and extent, Campus Police Officers may be called to work additional hours as needed.

Public Relations – In consultation with the President, all news releases, communications, interviews, or other information about an emergency requested by or released to the news media must be approved by the Emergency Executive or his designee and cleared through the News Media Liaison of the Office of Public Relations, and if necessary the Office of General Counsel. Ongoing media relations regarding an emergency are the responsibility of the Office of Public Relations. As needed, the Office of Public Relations also establishes a Public Information Center, likely an off-campus location such as Burgess Park, the Titusville Middle School parking lot or the meeting room located in the town government building to facilitate effective response to media requests and to hold news briefings.

Facilities Management – The Facilities Management Office(FM) will have various responses to emergency situations in a wide variety of capacities, including trade response (laborers, electricians, plumbers, etc.), custodians, engineers, etc. The Facilities Management “Emergency Action Plan” provides a clear channel of communications both within FM and with University departments and the Emergency Command Center when responding to emergency situations. In addition, FM also provides blue prints indicating the locations and identification of rooms, utilities, laboratories, and offices in University facilities. FM’s “Emergency Action Plan” is provided in appendix F.

Housing Services – Residence Life is responsible for all of the operational aspects of the residence halls. Housing is the responsibility of the Director of Residence

Life. Residence Life provides information, staff and programs that support students' academic goals and contribute to students' personal growth and development while residing at the University. When necessary, the Resident Life staff will assist in the process of determining those present and those who may be unaccounted for. The resident assistant staff may assist in building evacuations and crowd control.

Computer Technology - Computer and Information Technology services are located in the basement of the Haskell Memorial Library. The University of Pittsburgh at Titusville provides for in-house maintenance on all phone and ethernet connections and services. During a crisis or emergency, the staff will help ensure consistent communication through both telephone and computer.

Environmental Health and Safety - EH&S provides hazardous materials response services to the University. EH&S has the capability to clean up minor spills of hazardous or biological waste at the University of Pittsburgh campuses. EH&S maintains an emergency response vehicle to respond quickly and efficiently to University emergencies. This vehicle can also be used as an Emergency Mobile Command Center as needed. EH&S's "Department Emergency Response Plan" is provided in the Appendices. Crawford County HazMat may also be notified, as needed.

Radiation Safety – Federal regulations, under which the University possesses NRC licenses permitting the use of radioactive materials, require the existence of a radiation safety committee to coordinate such use, and supervise the institution's radiation safety program. The Commonwealth of Pennsylvania also has certain pertinent radiological health regulations requiring licensure and the maintenance of a radiation safety program. Accordingly, the Radiation Safety Committee has been authorized by the Chancellor to review and make recommendations on proposals to utilize sources of ionizing radiations, and ensure the safety of such operations when they are established. The Radiation Safety Office also provides response and consultation regarding the safe use or mitigation of emergencies involving radioactive materials. Radiation Safety's "Department Emergency Response Plan" is provided in Appendix I. (*Other than the Smoke Detectors, there are no radioactive materials or waste stored at the University of Pittsburgh at Titusville.*)

Risk Management & Insurance – The Office of Risk Management, with advice from the Office of General Counsel and the Office of Human Resources, is responsible for processing all personal and property insurance claims arising from an emergency resulting in injury to persons or damage to property. Risk Management also works with the University’s insurance carrier, University Police, EH&S, and other University departments to assess loss and develop claims information.

Human Resources - In an emergency capacity, the Office of Human Resources provides pertinent staff support and information including staff addresses, phone numbers, office locations, and personal information to the Emergency Executive or other University responders. HR may also work with Risk Management and Office of General Counsel to process all personal and property insurance claims arising from an emergency resulting in injury to persons or damage to property. The Office of Human Resources will also assist in assigning temporary personnel, if applicable.

Faculty/Staff Assistance Program – The Faculty and Staff Assistance Program is provided through the UPMC Work Partners Employee Assistance Program. The FSAP provides confidential counseling services for Pitt faculty and staff and members of their households. Offices are conveniently located near all five campuses. Call 1-800-647-3327 to speak with a counselor or speak with personnel at the Counseling and Development center at x4465. Faculty and Staff may utilize this service after a situation or crisis as needed.

Student Affairs – In an emergency capacity, Student Affairs provides personnel and resources applicable to students including the Student Counseling Center, Sexual Assault Services, Residence Life, University Student Judicial System, Disability Resources and Services, and the Health Center.

Registrar’s Office – In an emergency capacity, the Registrar’s Office may also provide pertinent student information including student addresses, phone numbers, class locations, and personal information to the Emergency Executive, Emergency Command Center, or other designated University responders. Also, the University has offered the People Soft database computer program to all departments. This computer program will also provide much of this same information.

Food Services – The University currently provides all food services through a private contractor. The current contractor is Sodexo-Marriot Food Services. The main eatery on campus is located in the Basement of the Joe Ball Residence Facility on Murdoch Boulevard. A second food service area is located in the J. Curtis McKinney Student Union; a snack bar area is operated in the Student Recreation room called “Boomers.” Food Services will be charged with providing sufficient food and water to the University population in any emergency.

RESPONSE AND RECOVERY ACTIONS

INITIAL RESPONSE

Initial Response Actions

- Whenever an emergency occurs, the University of Pittsburgh at Titusville Police Department shall be notified immediately;
- The Campus Police Officer will make the initial determination of the level of the emergency and support requirements: **the first priority in responding to an emergency is rescue and treatment of injured individuals;**
- Utilizing the Campus Police Notification Matrix, the Campus Police Officer will immediately dispatch personnel to the scene, will determine the immediate need to notify the University “Emergency Executive” and Asst. Director of Campus Police, and will consult with University Offices and external agencies for immediate response as appropriate;
- The Campus Police Officer will then await further instructions and/or serve as the primary point of contact between the emergency site personnel and the Emergency Executive or personnel from the Crisis Team.

Emergency Command Center

The activation of the University of Pittsburgh at Titusville “Emergency Command Center” is described in detail in Appendix E: University Police Department –

Emergency Communication Plan. A summary of this Appendix is provided in the following sections.

Activation of Emergency Command Center (ECC)

If an emergency occurs that requires the coordination and direction of the efforts of personnel from several different offices, the Emergency Executive or his designee may activate the Emergency Command Center. An additional computer may be added to these sites to better coordination efforts.

- **Primary Location of the ECC: J. Curtis McKinney Student Union, Room #118, Department of Campus Police Office.**
- **Alternate Location of the ECC: Townhouse Residence Facilities, Located in the Facilities Management Office. TH-G.**

Depending on the nature of the emergency, selected senior administrators, department heads, or their alternates may be required to respond to the emergency by contacting or reporting to the Emergency Command Center. These emergency contacts may also support the response by advising the Emergency Executive or his designee, facilitating communications between departments, or directing the response of University personnel to the emergency. A listing of University contacts and their alternates who may be required to report to the Emergency Command Center appears in Appendix A.

Emergency Command Center Communications

Communication between the Emergency Command Center and the Emergency site shall be by two-way radio, on a frequency assigned by the University of Pittsburgh at Titusville Police Department, or by telephone.

When the Emergency Command Center is activated, in order to facilitate direct and instant communication between the Emergency Command Center, the emergency site, and other locations, the University of Pittsburgh at Titusville, Police Department shall:

- deliver and place in operation a two-way radio at the Emergency Command Center (Maintenance radios), and

- deliver, if possible, a two-way radio to a key University Official at the emergency site.

Communication between the Emergency Command Center and the University offices will be conducted by telephone, fax, or messenger. (Communication with the emergency site may also be facilitated through use of mobile or cellular telephones.) Responding or supporting University departments must keep one office telephone line open at all times during emergencies, which shall be identified. If telephone communication is not possible because of power failure, communication between the Emergency Command Center and other essential University offices will be by hand held radios (Delivered by Police or Maintenance personnel to selected offices.)

Sources of Information During an Emergency

In an effort to respond effectively and humanely to an emergency, the following departments are the official University sources for the most current information regarding University facilities, students, faculty, or staff:

- **Office of Facilities Management** – For drawings indicating the locations and identification of rooms, laboratories, and offices in University facilities. Also contains the material safety data sheets (MSDS).
- **Office of the Registrar** – For students' addresses; class schedules; parents' names, addresses, phone numbers, etc.
- **Office of Human Resources** – For faculty and staff addresses, phone numbers, office locations, etc.
- **Information Technology** – Supplying computer-based information to University management. Also, possibly provide additional computers to the emergency command site.
- **Office of Campus Police**- For students' campus addresses and phone numbers. Also contains MSDS.

The Emergency Executive or the senior administrator in charge of each of the above areas should approve all information released from these sources.

RESPONSE PROCEDURES AND RESOURCES

Access to Emergency Site

The University of Pittsburgh at Titusville Police Department shall control access to the emergency site in coordination with the emergency site personnel. In order to ensure that only authorized personnel are admitted to the site, the University of Pittsburgh at Titusville Police Department may issue identification tags to individuals who are authorized by the Emergency Executive, his designee, or University of Pittsburgh at Titusville Police Officers. If issued, these nametags should be worn on the outer garment so they are clearly visible to Police Officers at the site. In addition to nametags, responders may also be identified through the use of appropriate University authorized apparel.

*****All reporting personnel must park their vehicles out of fire lanes and away from connections that may be utilized in the emergency.**

Emergency Response Resources for Different Types of Emergencies

It is not the intention of this document to provide detailed procedures for responding to every type of potential emergency that may occur at the University of Pittsburgh at Titusville. However, it may be useful to provide available University resources for different types of emergencies:

- **Personal Injury or Medical Emergency** – University Police coordinate and dispatch all medical response to personal injury or medical emergencies. Environmental Health & Safety should investigate all work related illness or injuries. In all relevant situations, the Director of Health Services should be notified to begin follow-up.
- **Fire** – University Police coordinate and assure dispatch of the fire service to the emergency scene. University Police will utilize the county 911 system and give accurate and detailed information about the fire to the 911 dispatcher. Information should be relayed as to the exact address of the fire, location of fire in the address, type of fire if known, closest access to the fire, and whether there is any entrapment

of persons caused by the fire. Fire evacuation plans are posted in each building.

- **Chemical Spill** – University Police will be notified of all chemical spills. University Police will then respond and assist in evacuating and securing the area. University Police will then call EH&S for response. EH&S cleans and mitigates minor spills and notifies University Police to release the area for re-entry. For major chemical spills, University Police should notify the City of Titusville Fire Department and the Crawford County Office of Emergency Management for response in addition to EH&S. EH&S is responsible for directing to their Preparedness, Prevention, and Contingency Plan for releases into the environment. EH&S makes all immediate required notifications to regulatory agencies.
- **Off-Campus Chemical Spill**- University Police will be notified of all chemical spills. University Police will then respond and assist in evacuating and securing the area. The City of Titusville Fire Department and the Crawford County Office of Emergency Management shall be in charge of containing the spill.
- **Biological Spill** – University Police will be notified of all biological spills. University Police will then respond and assist in evacuating and securing the area, and call EH&S for response. EH&S cleans and mitigates minor biological spills. For major events follow the directions found in **Section 5.12**.
- **Off-Campus Biological Spill** University Police will be notified of all biological spills. University Police will then respond and assist in evacuating and securing the area. The City of Titusville Fire Department and the Crawford County Office of Emergency Management shall be in charge of containing the spill.
- **Radiation Spill** – University Police will be notified of all radiation spills. University Police will then respond and assist in evacuating and securing the area, and call Radiation Safety for response. Radiation Safety cleans and mitigates minor radiation spills. For major events follow the directions found in **Section 5.12**.
- **Off-Campus Radiation Spill**- University Police will be notified of all radiation spills. University Police will then respond and assist in evacuating and securing the area. The City of Titusville Fire

Department and the Crawford County Office of Emergency Management shall be in charge of containing the spill.

- **Potentially Hazardous Disruptions, Protests, and Riots** – University Police will be notified of any disturbances on campus property or immediately adjacent to University property. University Police will then coordinate a law enforcement response to the potentially hazardous disruption, protest, or riot. University Police will, when necessary, contact the City of Titusville Police Department or other response agencies for support.
- **Power Outages** – University Police will be notified of all power outages. University Police will then evaluate the situation, determine if power can be restored, by simple intervention. If power cannot be restored the University Police will immediately notify Facilities Management to handle the emergency.
- **Weather Emergencies-** Crisis Team should be notified of severe weather events and put on notice. If communication is not possible, building protocols shall be followed.
 - a. *Warnings* indicate imminent danger.
 - b. *Watches* indicate favorable conditions.

Continuation of Essential University Services (During Closedowns)

If the University is closed and classes canceled due to an emergency or disaster, it is recognized that some essential services must continue to be performed by appropriate support staff (e.g., law enforcement, facilities management operations, etc.)

Students in Residence

May be required to vacate to another location.

Students not in Residence (Commuters, Faculty and Staff)

Housing will be provided if non-residents are not able to leave campus.

MITIGATION AND RELEASE OF EMERGENCY SITE

Only the Emergency Executive or his designee may make the final determination that the emergency scene is stabilized and can be safely opened for reentry by the public. In the event that Federal, State, or local authorities respond to and take charge of the emergency, upon completion of their response activities they will “release” the site to the owner. After this release, the Emergency Executive will then determine if and when the site can be returned to normal operation.

INVESTIGATION

Investigation and Reports

The University of Pittsburgh at Titusville Police Department, with advice from General Counsel, is responsible for conducting criminal investigations and preparing any reports on the probable cause of emergencies and the University response activities for submission to the Emergency Executive. For all other investigations, the Department of Facilities Management along with the Department of Environmental Health & Safety shall prepare the necessary reports. Personnel who assist in responding to an emergency shall provide information to these departments, upon request. If required, University departments should notify the Emergency Executive of any special regulatory reporting requirements for the emergency (e.g., report to PADEP regarding chemical releases, etc.)

Personal and Property Insurance Claims

The processing of all personal and property insurance claims arising from an emergency resulting in injury to persons or damage to property is the responsibility of Risk Management & Insurance, with advice from General Counsel and Human Resources.

It is the responsibility of the University of Pittsburgh at Titusville Police Department to collect and coordinate all personal property left at the site of an emergency and to make every effort to return such property to the rightful owners, unless needed as evidence. In the event of a fire, the police will secure the site until the insurance company investigates the University’s claim.

COMMUNICATIONS

COMMUNICATIONS WITH NEWS MEDIA

All news releases, communication, interviews, or other information about an emergency requested by or released to the news media must be approved by the Emergency Executive or his designee in consultation with the President and cleared through the Office of Public Relations, and if necessary, the Office of General Counsel. Public Relations is responsible for managing the ongoing media relations during an emergency.

In order to respond effectively to media requests, a **Public Information Center** may be established in the Office of Public Relations. Public Relations shall have authority to use a classroom or other appropriate space to serve as the Public Information Center where information will be released to representatives of the news media and where news briefings will be conducted. At the discretion of the Emergency Executive, the Public Information Center shall be relocated to an off-campus site dependent on the nature and extent of the emergency.

COMMUNICATION WITH STUDENTS, FACULTY, AND STAFF REGARDING EMERGENCIES

If an emergency occurs that requires immediate communication to students, faculty, and staff (e.g., unscheduled closedown of University facilities, cancellation of classes due to weather, plant or public health emergency, prolonged power outage, etc.), every reasonable effort should be made to convey this information through a variety of means including local radio stations, University Audix announcements, building public address systems, email and briefings.

The administrative office of each University department affected by the emergency will be contacted to implement necessary actions. If an unscheduled closedown or similar emergency occurs after normal business hours, Public Relations may release an official notification to the news media. All media requests for additional information, statements, interviews, or access to the

emergency site will be managed through Public Relations. Access to the emergency site shall be coordinated with the University Police Department.

COMMUNICATION WITH FAMILY MEMBERS OF STUDENTS, FACULTY, AND STAFF REGARDING EMERGENCIES

If an emergency occurs in which students, faculty, or staff are injured on University property or in University facilities, immediately following rescue and treatment, University personnel should contact the injured party and/or their families to:

- advise them of the University's concern for their welfare,
- assist them in securing medical or hospital care,
- respond to questions they may have about benefits, and
- assist them in other matters as appropriate.

However, there should be no discussion with the injured person or their families regarding potential liability, responsibility, fault, or the possible cause of any emergency or accident without consultation with General Counsel. The following University offices shall have primary responsibility for maintaining contact with injured parties and/or their families:

- **For students:** Office of Student Affairs with the advice from the Office of General Counsel.
- **For faculty and staff:** Office of Human Resources with the advice from the Office of General Counsel.

It is the responsibility of the University of Pittsburgh at Titusville Police Department to determine the identity of injured persons from local hospitals when possible and to provide this information to the above listed offices.

To respond to telephone inquiries from parents, guardians, spouses, or family members of students, faculty, or staff during an emergency, the Emergency Executive may establish a central **Inquiry-Answering Center**. All calls will go through the campus operator at the Front Desk in the J. Curtis McKinney Student Union which will serve as the location for the Inquiry-Answering Center during an emergency. There are available telephone lines at this location and throughout the second floor of the Student Union. The Emergency Executive shall assign departments to staff the center, to respond to inquiries, and to

supervise the activities and the personnel answering telephones. The President shall determine the type of information that will be released, with assistance of Public Relations, Human Resources, and/or General Counsel.

COMMUNICATION WITH OFFICE OF GENERAL COUNSEL

The Office of General Counsel shall have responsibility for reviewing and clearing all information or reports regarding the possible cause of accidents or emergencies, potential liability for accidents or injuries, and all other legal concerns or problems. No one other than the President and Emergency Executive or his designee is authorized to speak for the University about these matters.

RECORDING AND RECORD KEEPING

- A. At the conclusion of any emergency or disaster activity, conscientious efforts should be made by administrators directly involved to document what precipitated the action, what proactive measures could have been taken, and what occurred including their own actions with special emphasis on any physical contact which has taken place.
- B. All documentation, which may include written reports, recordings, photographs, video of the event, or circumstances and actions of the participants should be placed in the following files:
 - The file of the individual who authorized the documents
 - Office of Student Affairs
 - Office of the President
 - Office of Business and Financial Affairs
 - Office of General Counsel
 - University Police Department

EMERGENCY OPERATIONS PLAN REVIEW & REVISION

The Assistant Director of Campus Police will coordinate an annual review in January of each year, and will forward a copy of the review to the Executive Director of Student Affairs.